



Objectives:

- to insure government monitoring of contractor performance
- to collect the information used to evaluate contractor performance

Approval original signed on file Date 6/30/08
Associate Director

General Information

Records generated by this procedure vary according to specific contract reporting requirements and may include those reports listed in Note 5. Records are maintained in the official contract file.

General Note

Due to the ongoing nature of performance monitoring, this process is continuous.

Technical Monitors/COTRs are responsible for monitoring contractor performance in accordance with the contract terms and conditions, the COTR delegation and/or surveillance plan, if any. Information collected during performance monitoring is used to evaluate the contractor's performance at the end of each evaluation period and/or the end of the contract.

Note 1

The COTR must observe and document the contractor's actual performance.

Note 2

In conjunction with the COTR technical performance monitoring, the CO will monitor contractor performance from a business perspective. The requirements for report submission are detailed in individual contracts. It is the responsibility of the CO to follow up on delinquent reports including:

- Technical progress
- Financial management
- New technology and patent rights
- Socioeconomic
- Property
- Safety and health
- Quality assurance

Note 3

The following Functional Offices are responsible for monitoring contractor performance for compliance with each office's particular requirements:

- Safety & Mission Assurance Office (SMAO)
- Environmental Management Team
- Security & Program Protection Branch
- Office of Chief Financial Officer (OCFO)
- Office of Chief Counsel (OCC)
- Logistics Management Team

Note 4

The Contract Administration Agency (CAA) and the Office of Naval Research (ONR) are delegated contract administration functions. (For additional information refer to LMS-OP-4522 Delegation of Contracting Officer Responsibilities.) The reports submitted by these offices include:

- Floor check and time keeping
- Financial condition
- Property administration
- Purchasing system review
- Quality Assurance

The Contracting Officer (CO) may find it necessary to conduct floor checks and time keeping reviews, or purchasing system reviews in addition to those conducted by the CAA. Associated with the purchasing system review is the review and consent of subcontracting packages. Guidance regarding subcontract consent reviews can be found in FAR Part 44, and NFS Part 1844.

Note 5

Review and analyze all reports in order to ensure that they accurately report the data required and contractor performance is in accordance with the terms and conditions of the contract. If no feedback is provided to the CO from cognizant organizations (set forth below), the data reported will be considered to be accurate and complete. The CO shall indicate that the review occurred by annotating the official file copy of the report with initials and date. Specific analysis requirements are as follows:

Technical Progress Reports

- The COTR shall coordinate review with the CO.

Financial Management Reports

- The CO shall coordinate review with the OCFO and the COTR.

Technology and Patent Rights Reports

- The CO shall coordinate the review of these reports with the OCC and the COTR.

Socioeconomic Reports

- The CO, in conjunction with the Small Business Specialist, shall review for accuracy, the Standard Form (SF) 294 and any LaRC unique monthly reports submitted by the contractor. In addition, the contractor's progress towards meeting its small business and small disadvantaged business goals, as specified in the contract, shall be reviewed and any action taken in the event subcontracting goals are not being achieved shall be documented.

Property Reports

- Various types of reports concerning property are provided by contractors in accordance with FAR Part 45 and NFS Part 1845, using NASA Form (NF) 1018, DD 250, SF 1419, and SF 1149. The Contracting Officer shall coordinate the review and processing of these reports with the Industrial Property Officer (IPO) within the Logistics Management Team and the COTR. The CO, in conjunction with the IPO and the COTR, shall maintain oversight of contractor compliance with property regulations and the continued need for government-furnished property.

Safety & Health (S&H), & Reliability and Quality Assurance (R&QA)

- The CO shall coordinate with SMAO the review and processing of safety and health plans, safety reports and DD 250s submitted by the contractor. In addition, any contractor violations of LaRC safety procedures reported to the Office of Procurement (OP) shall be immediately forwarded to SMAO; likewise, SMAO shall immediately forward to the OP any notices of violation issued by SMAO.

Security

- The CO shall coordinate with the Security & Program Protection Services the review and processing of modifications to DD 254s submitted by the contractor.

Note 6

Alternative corrective action strategies include, but are not limited to, the following:

- Withhold payment in accordance with the payment terms of the contract until evidence of corrective action is provided
- Document performance in the Past Performance Evaluation (NASA Form 1680)
- Adjust the contract requirements and require consideration per contract modification
- Address problems with award fee board and adjust the contractor's fee accordingly
- Cure Notice (see FAR 49.607)
- Show Cause Notice (see FAR 49.607)
- Other remedies offered in FAR Part 49
- Termination for Default (see FAR Part 49)

The file shall be documented when taking corrective action.